



## **OVERVIEW**

A “capital project” is defined as an acquisition that represents a public betterment to the community, has a life of not less than twenty (20) years following its purchase, construction or other acquisition, and has a total cost of not less than twenty-five thousand dollars (\$25,000).

Use FY 2005 dollars as the basis for all costs. To arrive at your project’s cost, use the following inflation factors:

Year	Factor per Year	Composite Factor for Program Year
FY 2006	1.08	1.08
FY 2007	1.07	1.15
FY 2008	1.06	1.21
FY 2009	1.05	1.26
FY 2010	1.05	1.31
Beyond FY 2010	1.05	1.36

### *Example:*

A project scheduled in FY 2008, with cost costs in FY 2005 dollars of \$500,000 would cost \$605,000 in FY 2008. The present cost of \$500,000 multiplied by the FY 2008 composite factor, which is 1.21, equals \$605,000. (\$500,000 x 1.21 = \$605,000).

## **CAPITAL PROJECT REQUEST PACKAGE**

For new and continuing projects: Use the blank **FY 2006 – 2010 CAPITAL IMPROVEMENT PROJECT SUBMISSION FORM** template in the form of a Word document entitled **FY 2006 CIP.dot** and for projects with FY 2006 funding use the **FY 2006 General Ledger Account Codes Form** in the form of an Excel document entitled **FY 2006 CIP GL.xls**. For continuing projects, please document and explain changes in the section provided on the submission form, and highlight all changes and additions using the highlighting tool in Word.

## **FILLING OUT A FY 2006 – 2010 CAPITAL IMPROVEMENT PROJECT SUBMISSION FORM**

When you open this submission form (**FY 2006 CIP.dot**), pop-up boxes will appear asking you to fill-in the following information in the following order:

**Type Project LOCATION:** Describe the specific location of the project, referencing addresses or intersections that would enable the reader to find the project.

**Type PROJECT TITLE:** With the exception of Asphalt & Paving, Playground Improvements, Roof Replacements, Major Building Repairs and Major Bridge Repairs, use the project title in the New World System for existing projects. For existing City Capital and Schools projects, please use the project title in the Project Grant Accounting Module. If you need to change a project title, please reference the former title. For a new project, use a title that is descriptive of the project.

**PROJECT # (Existing City and School Capital Projects Only):** Enter the Project Grant Accounting Project Number for your existing City Capital Project. If the project is not an existing City Capital Project, leave box blank. The project number will be assigned when City Council adopts the FY 2006 Capital Improvement Program.

**Document and Explain Changes to Previous Year’s Submission:** If this submission is a revision of the previous year’s submission, please document and explain changes to previous year’s submission. If this is a new or continuing project without changes, please type “N/A.”

**Project Description:** This **PROJECT DESCRIPTION** should clearly define the scope of the project without using technical terms or jargon. Remember that the audience is not familiar with the project. Explain the need for the project as specifically as possible. *Please keep this description and all narrative succinct using only the space allotted.*



## FY 2006 – 2010 CAPITAL IMPROVEMENT PROGRAM REQUESTS INSTRUCTIONS

**Describe RELATIONSHIP TO COMPREHENSIVE PLAN:** Thoroughly describe how the project aligns with the Comprehensive Plan. Please be specific. You must select only one goal and follow the format listed below:

Chapter 8, Page 8.3, Goal 1, Objective 1A 7. Build on the strengths of existing entities, rather than embark on new endeavors.

1. Quote exact text from the “Goals, Objective, and Strategies” sections of the Comprehensive Plan.
2. Precisely reference chapter and page number(s) from the Comprehensive Plan.

**PROJECT MANAGER(S):** Use the name of the person and their job title (Manager Name, Title). If the position is vacant please insert the name and job title of whoever is responsible in the interim.

**PROJECT START DATE:** Please type project’s actual or projected start date.

**PROJECT COMPLETION DATE:** Please type project’s actual or projected completion date.

**OPERATING BUDGET IMPACT:** Provide a brief summary of the impact of the project on the Operating Budget. This must be completed in order for the project to be considered. New Positions, utility and maintenance costs must be clearly identified.

**PRIOR APPROPRIATION THROUGH 7/31/2004:** Please enter the dollar amount appropriated by Council for this project. For City and School Capital projects, you can obtain this information from Project Grant Accounting by running a Budget to Actual Report (#11) with a month end date of 07312004, Life to Date = Y, Print Totals Only = Y. Do not use Life to Date information from the inquiry screen, as this includes all life to date transactions through the current date. For Water and Sewer projects, you can obtain this information from New World financial system by adding all project appropriations from the expense ledger detail reports for each fiscal year (BA entries) in order to get a grand total of all appropriations.

**FY 2006 - 2010 ESTIMATE:** Please enter the dollar amount estimated for FY 2006 - 2010.

**BEYOND FY 2010 ESTIMATE:** Please enter the dollar amount of the project’s estimated cost beyond 2010.

**SOURCES OF PROGRAM FUNDING FY 2006 – 2010 (IN PERCENTAGE):**

Please fill in the percentage for **LOCAL, FEDERAL, STATE, OTHER (GRANT, etc.).**

Please describe the source of OTHER FUNDING

At this point, the document will take a moment to process the information you have just entered and populate your form. Once your form has been populated, please click **File** and **Save As** to save your project request form. Please use the following format to name your request: ***FY 2006 Title of Project.doc.***

You will have drop down menus to help you fill out the following items:

**SERVICE AREA:** Please choose from the following list:

BUILDINGS  
TRANSPORTATION  
PARKS & RECREATION  
ECONOMIC DEVELOPMENT  
SCHOOLS  
AIRPORT  
WATER  
SEWER  
SOLID WASTE  
MISCELLANEOUS

**DEPARTMENT:** Please choose from the following list:

Information Technology  
Public Works  
Parks and Recreation  
Community Planning and Development  
Economic Development  
Schools  
Airport



**REQUEST TYPE:** Please choose from the following list:

New

Continuation: Project introduced in the FY 2005 Adopted Budget Book without changes.

Revision: introduced in the FY 2005 Adopted Budget Book with changes.

**Insert Photograph, Map or Model of Project:** Please insert current picture/map/model of project.

**FIXED ASSET DESIGNATION:** Please choose from the following list:

New Construction/Expansion or Maintenance/Capital Outlay:

Place an "x" in the appropriate box according to the following:

New Construction/Expansion: Check this box if the project will result in an addition, renovation, expansion or improvement to a fixed asset which materially extends the asset's useful life, increases the asset's capacity or improves the asset's efficiency.

Maintenance/Capital Outlay: Check this box if the project is a repair cost incurred to maintain a fixed asset in operating condition. Improvements such as resurfacing a road, adding drainage curbs to an existing street or replacing a roof are considered capital outlay (maintenance and repair).

At this point, please use the **Forms** toolbar to unlock your document and continue filling out the form. Please only fill out boxes where the text is red. Boxes with black text contain formulas which you can update by right clicking on the field and choosing the **Update Field** command.

**TIMETABLE:** Please indicate percent (%) of appropriation need for each fiscal year or percent (%) of completion anticipated in each corresponding quarter for each activity.

Q1 = July, August, September

Q2 = October, November, December

Q3 = January, February, March

Q4 = April, May, June

**TOTAL PROJECT ESTIMATE** = Will be calculated for you from the information you provided. You may need to right click to update field.

**FIVE YEAR PROPOSED PROJECT APPROPRIATION BY SUB-PROJECT:**

These amounts should reflect the funding required for **each fiscal year**. This would provide funding/appropriations for any obligation (purchase order) that is expected to materialize in a particular fiscal year, (i.e., awarding a contract, engaging professional services, etc.) . Allocating appropriations in this manner should minimize the potential of an appropriation not being over-expended when the purchase order is posted to the project. For example the project requires architectural services which must be completed before bidding the project. This would be particularly important if the project will be in phases. If the first phase, initial year of the project, is for architectural services, the estimated appropriation should approximate the estimated cost of these services. The next year would provide for the construction of the project and the corresponding appropriation. Conversely, if all phases of the project are expected to be under contract in a single fiscal year then the appropriation would not be allocated. The Total Project Appropriation by Sub-Project should match the Total for Project Appropriation by Fund. Because City Engineering Charges, sub-project 0100, are budgeted in the General Fund and those appropriations lapse at the end of the fiscal year, only appropriate what will actually be spent in each fiscal year.

**FIVE YEAR PROPOSED PROJECT APPROPRIATION BY FUND:**

The Total for Project Appropriation by Fund should match the Total Project Appropriation by Sub-Project.

**FIVE YEAR PROPOSED PROJECT EXPENDITURE CASH FLOW PROJECTIONS BY SOURCE OF FUNDING:**

Beginning in the FY 2005-2009 CIP, a Financing Plan was included for each capital fund to support projected long-term borrowing. The Financing Plan is supported by the estimated cash flow projections for projects. For all sub-projects, these amounts should reflect how much will actually be spent in the form of cash disbursement for the project each year. Generally, the entire appropriation is not expended each year. For existing projects, these amounts should match the cash flow schedules submitted to the Financial Services Department on September 15, 2004. Similar to last year, the Financial Services Department will provide each project manager with an excel spreadsheet with the balance of existing projects as of July 31, 2004 exclusive of any encumbrances. The project manager is expected to provide reasonable projections of project cash flow requirements from the aforementioned balance to project completion.



Please check all that applies for:

**DEPARTMENT PRIORITY and**

**THIS PROJECT HAS COMPONENT(S) IN:**

Place an “x” in the appropriate box(es). If the project has components in more than one fund, please use the same project title for the project in each fund. If a project has components in more than one fund, please fill out separate sheets for each component/fund.

If the project detail sheet covers multiple projects (i.e. Asphalt & Paving, Playground Improvement, Roof Replacement, Major Bridge Repairs and Major Building Repairs), please attach a separate supplemental schedule listing anticipated work during each Fiscal Year. For an example, see the Roof Replacement Schedule on page 20 of the FY 2005-2009 Adopted Capital Improvement Program. These supplemental schedules must also include a column listing Project Grant Accounting project numbers for each of the sub-projects listed on the schedule. For each of these sub-projects starting in FY 2006, you will also need to complete a **General Ledger Account Codes Form**.

**FILLING OUT THE FY 2006 GENERAL LEDGER ACCOUNT CODES FORM**

Note: Only fill out this sheet for FY 2006 Proposed Expenditures.

For each activity: Break down each amount by Department, Sub-Department, Base and Detail code.

The general ledger account code that is used for the City Engineering Service Charges sub-project 0100 should be the fund, department and sub-department where the payroll is normally charged. Common codes for payroll are:

1001-2400-0605-15000.0000 Engineering

1001-2400-0605-15000.0000 Building Maintenance

1001-2563-1015-15000.0020 Parks and Recreation

For all other sub-projects if the project is for the construction of a new asset or the expansion of an existing asset, the department number is the number of the department who owns the asset (example: 2560 – Human Services). If the project is for the maintenance of a City building, grounds, street, road, bridge, sewer or water infrastructure, etc, the department number is 2400 – Public Works.

General Ledger Sub-department account numbers for the City Capital Projects Fund:

7110 – Buildings – New Construction and Expansion

7111 – Buildings – Capital Outlay/Maintenance and Repairs

7120 – Transportation – New Construction and Expansion

7121 – Transportation – Capital Outlay/Maintenance and Repairs

7130 – Parks and Recreation – New Construction and Expansion

7131 – Parks and Recreation – Capital Outlay/Maintenance and Repair

7140 – Economic Development – New Construction and Expansion

**SUBMITTING THE CIP REQUEST PACKAGE**

For each project, send one (1) electronic copy of the **FY 2006 – 2010 CAPITAL IMPROVEMENT PROJECT SUBMISSION FORM** and the **FY 2006 General Ledger Account Codes Form** (use only if is requesting FY 2006 funding) for each project to Kim To in the Budget Office (kimchi.to@lynchburgva.gov). Kim will review the document for formatting and technical accuracy, delete unnecessary lines and return the print ready document to you. Kim will make and distribute copies of your submission to the appropriate individuals for budget review. If you are submitting more than one project, please save each as a separate file, and provide Kim with a complete listing of projects using project title in the body of your e-mail.

All project submissions are due to Kim by Friday, September 15, 2004

If you have any questions regarding these forms, please contact Donna Witt (3968), Kathy Scott (3966) or Kim To (3967) in the Budget Office.